Business Continuity/Disaster Recovery Shared Services Group
April 12, 2006 Meeting Notes

Agenda
1. Gain final consensus on readiness of revised draft of NITC disaster recovery standard
2. Review progress in development of a common inventory of contents for a disaster recovery plan
3. Discuss what the BC/DR Shared Services Group should do next

1. Gain final consensus on readiness of revised draft of NITC disaster recovery standard
The Group agreed that the revised draft was ready for submission to the NITC Technical Panel at the Monday, April 17, 2006 meeting.

2. Review progress in development of a common inventory of contents for a disaster recovery plan
Even though they were not able to attend the meeting, Jon Ogden and Steve Cherep provided a draft of the
AGENCY DISASTER RECOVERY PLAN STANDARD CONTENTS RECOMMENDED PRACTICES.

The draft was the outcome of two meetings held at a Department of Roads site. Group members who participated in the meetings at the Department of Roads and were present today at the Shared Services Group meeting provided this additional information regarding the draft.
- The draft is more a definition of terms than it is a prescriptive standard
- The draft text was generated to accommodate the smallest to the largest agency
- It is the intent that the text be flexible enough to meet everyone's needs, but informative enough to provide guidance/direction
- The foundation was the NITC standard the Shared Services Group is revising, individual work of Jon Ogden and Steve Cherep and additional definition information from those attending the meetings at the Department of Roads.

The Group listed items related to the draft that could be discussed at the next Shared Services Group meeting:
1. How do we address including an agency's methodology for recovering
2. Can we approach the development of the "standard contents" document as an iterative process
3. During the development of the "first iteration", can we look for the easy points of commonality before addressing those possible points of commonality that have complexities that must be analyzed and discussed
4. Should there be additional "bubbles" on the "bubble chart" representing specific systems
5. How will agency plan "exit points" be identified and defined

3. Discuss what the BC/DR Shared Services Group should do next
The question was raised regarding the collective expectation of the BC/DR Shared Services Group:
- Should a set objectives be established, the objectives completed and the Group disbanded, or
- Should a perpetual mission be established with Group activity devoted to and focused on that mission

For now, the Group decided there was enough work to continue meeting for a year. After that work was completed, the collective expectation could be discussed again.

The Group suggested several possibilities for future activity:
- Inter-agency agreements to provide mutual support during a disaster event.
- Quality assurance for the shared service of business continuity and/or disaster recovery
- Development of business continuity planning/disaster recovery planning training/testing
- A next iteration of brain storming regarding BC/DR shared services